

## Wyoming Prevention Framework Community Grant Report

### Attachment B

This report is for this time period

May 1 - September 30, 2007

Today's Date

County

Contract Organization Name

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

Please email this report as an **attachment** to...  
Substance Abuse & Mental Health Services Division,  
Wyo Dept. of Health  
[lisa.laake@health.wyo.gov](mailto:lisa.laake@health.wyo.gov)

For information call 1-800-535-4006  
or 307-777-6494

**Please keep both a hard-copy and file copy for your records**

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
<b>A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance</b>					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07			This portion of the contract was fulfilled last reporting period
2	Supervise SPF staff/staff evaluation (note dates and any notes)				NA
3	Name, title, and phone number of the staff's supervisor				Lynette Saucedo, Chair, 307-532-7784
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)				no
5	Staff training and paid travel				yes
	(list all training paid under the contract, dates, traveler name, amount)				June - Lander training - Lynette, Wendy, John, Danielle; August - Florida - National Conf. - Lynette, Wendy, John; September - Cheyenne training - Danielle
6	Notify the Division of any board of directors/staffing changes				Billy Janes, TPD; Brian Wise, TPD; Bryan Moorehouse GCSO all joined the Board of Directors in July
7	Other Contract Work Agreements (report details)				none this period
8	Complete agreement with SPF-TAC				We are waiting on final funding from the State to fulfill financial obligation
9	Other				

### B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	March	Danielle, Lynette, Wendy attended
2	Needs Assessment Instrument Received	Feb or March 2007	100%	March	Received at training
3	Data Collection		100%	May	
4	Data Analysis		100%	May	
5	Priorities Identified		100%	May	
6	Needs Assessment Sent to SAD	1-Jun-07	100%	June	
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	June	
	Revise Needs Assess/Submit Final	NA			
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>C Community Infrastructure Activities</b>					
1	Community Advisory Council Activities briefly list CAC activities			Quarterly	Quarterly CAC meetings have been held to promote community involvement in the PF project
2	Community Advisory Council Meetings List dates & number of people who attended			Ranged from Weekly to Monthly depending on the need	Please see attached minutes, the dates and individuals attending are listed.
	See below for membership report				

3	Budget and Funding Approved by CAC ( <i>attach minutes</i> )				This was submitted with last report; NA this reporting period
4	Community Resource Assessment note date and attach report				
5	Present Findings/Process to Community			19-Jul-07	Town Hall Meetings, news articles were sent to state already
6	(Optional) local SAPST and/or CADCA Training for SAC/Community				NA this period
7	Briefly describe how the community was involved in the SPF process during this reporting period				We utilized a number of individuals from the community to assist in the data collection for the Needs Assessment.
8	Other CAC/Infrastructure				

**D Strategic Planning Activity**

	Attend Strategic Planning Training	Jul-07	100%	June	Wendy, John, Lynette, Danielle attended Lander training
	Receive Strategic Planning Materials from SAD			June	
	Research Evidence Based Strategies			June, July, Aug	
	Match Strategies to Data/Needs			June, July, Aug	
	Write Strategic Plan		100%	August	
	Submit Strategic Plan to SAD		100%	September	
	Receive SAD Comments/Revise/Final Plan	31-Aug-07			NA
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>E</b>	<b>Implementation (only with SAD approval)</b>				

**F Deliverables and Assurances Reports**

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	15-May	
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	15-May	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07		NA	Technical difficulties prevented this from happening
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07	100%	29-Jul	
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	100%	12-Oct	
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07	100%	12-Oct	
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	30-Mar	
8	Provide any other evaluation information				
9	Submit any requested data				All requests during the period have been fulfilled minus financial obligations. These will be fulfilled upon receipt of funds
10	Obtain Chapter 16 Prevention Certification				NA
11	On-Site evaluations or reviews			June/Oct	Completed successfully
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)			July, Aug	News articles were submitted to the state electronically

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>G</b>	<b>Other Information</b>				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				NA
2	Restricted activities (report any approval requested and received for these)				NA
	fairs/brochures/educational materials				
	media				News articles regarding Needs Assessment, strategic plan, and Town Hall meetings were posted

